

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

DEPUTY HUMAN RESOURCES MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To assist in planning, directing and reviewing the activities and operations of the Human Resources Department including equal opportunity and affirmative action programs, employee relations, recruitment and selection, classification, compensation, benefits administration, and safety and accident prevention; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Human Resources Manager.

Supervision Received and Exercised:

Receives general direction from the Human Resources Manager or from other supervisory or management staff.

Exercises direct supervision over professional, technical and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop, plan, and implement Department goals and objectives; recommend, implement, and administer policies and procedures.
- Supervise Department activities and coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Human Resources Manager; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Effective November 1988

Revised February 1993

Revised May 2001

Revised July 2002 Range Changed

CITY OF TEMPE

Deputy Human Resources Manager (continued)

- Develop and administer the Human Resources budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor/approve expenditures and implement midyear adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct and participate in the development and administration of the classification and compensation plans, group benefits, recruitment and selection, safety, affirmative action and employee performance rating programs; administer and maintain City personnel records systems.
- Direct the operation and maintenance of the City automated payroll/personnel system; oversee the maintenance of the Human Resources records management program.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; prepare and deliver presentations before the City Council and other boards, commissions and community organizations.
- Advise and assist employees and department management in a variety of personnel matters including the interpretation and application of personnel policies and the processing of employee grievances.
- Review and analyze reports, legislation, court cases, and related personnel matters; prepare the initial responses for legal actions.
- Negotiate contracts with a variety of vendors and service providers.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in human resources management, including two years of supervisory or administrative responsibility.

Training:

Effective November 1988

Revised February 1993

Revised May 2001

Revised July 2002 Range Changed

CITY OF TEMPE

Deputy Human Resources Manager (continued)

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, psychology, public or business administration or a related field.

This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 2600

Salary Range: 155

Compensation Plan: E40 / Executive

FLSA: Exempt

Effective November 1988

Revised February 1993

Revised May 2001

Revised July 2002 Range Changed